

Performance Measures

Procedural Bulletin # 5

Purpose

To provide guidance regarding identifying performance measures to determine program change and improvement over the course of the Indiana Department of Correction (IDOC) Justice Reinvestment Grant cycle.

Overview

For purposes of this bulletin, a **goal** refers to the desired long-term result of an effort.

A **performance measure** is “a quantifiable measure that is used to assess whether optimum performance is being achieved and to identify where adjustments in performance or strategy are necessary. A performance measure is composed of a number and a unit of measure (i.e., it describes how much of something) and is tied to a goal or objective” (Artley & Stroh, 2001; EBDM Initiative, 2012).

Performance measures should be:

- 1) Logical and related to goals
- 2) Easy to understand
- 3) Monitored regularly
- 4) Readily accessible
- 5) Based on specific benchmarks
- 6) Quantified and measurable
- 7) Defined with specific performance targets

(EBDM Initiative, 2012)

With the 2020 grant award, each grant funded entity will identify 5 goals to target throughout the grant cycle. These will be documented on the *2020 Performance Measures Form* which will be provided to each entity. **The SAME form should be utilized for the entire grant cycle.** This will allow for easier tracking of entity progress toward meeting performance measures.

***Please note:** Unified Probation and Community Corrections agencies must submit separate goals and performance measures if both entities receive grant funding.*

All grant funded entities must have Community Corrections Advisory Board approval before submitting their 2020 Performance Measures Form to the IDOC Community Corrections Division.

Due Dates – 2020 Grant Cycle

The *2020 Performance Measures Form* should be filled out and submitted to the entity's assigned Program Director by the dates outlined below:

- **Baseline Data & Projections: Due March 31st, 2020**
- **Mid-Point Data: Due July 15th, 2020**
- **Year-End Data & Summary: Due January 15th, 2021**

Late submissions will be tracked and documented by IDOC in the same manner other grant required report submissions are tracked and documented. Failure to submit documentation in a timely manner may result in future grant funding reductions.

Identifying Performance Measures

When identifying grant cycle performance measures consider the answers to the following questions:

- What is the current state of the entity, issue, or initiative? What does the entity want to accomplish?
- What are the entity's overall primary goals and objectives? How will goals and objectives be measured?
- What data exists to provide for the baseline?
- How will the entity continue to measure and verify progress?
- How will targets be projected?
- How will the entity know they are on track to meeting their goals?

Multiple resources are listed at the end of this document that may be useful as the entity works to identify performance measures and goals. IDOC Program Directors are another resource available to grant entities if assistance is needed for completion of the *2020 Performance Measures Form*.

Baseline Data Submission

Baseline Data is the initial point of reference for what is being measured at the beginning of the measurement time frame (**January 1st, 2020**). A mid-point and year end data projection will also be identified at this time and included in the *2020 Performance Measures Form*.

The *2020 Performance Measures Form* documenting baseline data, mid-point projections, and year-end projections is due to your assigned Program Director March 31st, 2020.

Instructions

BASELINE DATA & PROJECTIONS

1. Enter County Name and Entity Name in both boxes at the top of the table (**highlighted in PURPLE on the example attached**).
2. Enter the entity's five (5) 2020 Goals in the appropriate boxes in the table (**highlighted in BLUE on the example attached**).
3. Enter the Baseline Data in the appropriate boxes in the table. This should be the initial data that will be used to compare with Mid-Point data and Year-End data.
 - a. *Example: The entity sets a goal to complete 50 additional Texas Christian University–Criminal Thinking Scale assessments in 2020. Entity staff completed 50 of these assessments during 2019. Therefore, the baseline data would be 50 assessments.*

4. Enter the data source(s) for the goal listed in the appropriate boxes in the table. This should explain who will be collecting the data and what will be used to identify and track the data.
 - a. *Example: Case Manager will track and document assessments completed in an Excel Spreadsheet*
5. Enter the intended frequency of data collection (how often data collection will occur) in the appropriate boxes in the table.
 - a. *Example: Spreadsheet will be reviewed and number of assessments will be calculated monthly*
6. Enter a PROJECTION of what the Mid-Point Data should be in order to meet the goal in the appropriate boxes in the table.
 - *Example: Projected to have 50 assessments completed by June 30th 2020*
7. Enter a PROJECTION of what the Year-End Data will be if the goal is met in the appropriate boxes in the table.
 - a. *Example: Projected to have 100 assessments completed by December 31st 2020*

The boxes described in instructions #3 through #7 are highlighted in PINK on the example attached.

Mid-Point Data Submission

As a reminder, please **use the SAME 2020 Performance Measures Form for the entire grant cycle**. This will allow for easier tracking of entity progress toward meeting goals.

Mid-Point Data should be entered into the 2020 Performance Measures Form and submitted to the entity's assigned Program Director, along with the previously submitted information by July 31st, 2020.

Instructions

MID-POINT DATA

1. Utilizing the Data Source documented previously, report the data as of **June 30th, 2020 (highlighted in GREEN on the example attached)** in the appropriate boxes in the table.
2. The Year-End Data should remain the same as what was submitted on the *2020 Performance Measures Form* previously.

Year-End Data Submission

Please, **use the SAME 2020 Performance Measures Form for the entire grant cycle**. This will allow for easier tracking of entity progress toward meeting goals.

The Year-End Data should be entered into the 2020 Performance Measures Form and submitted to the entity's assigned Program Director, along with the previously submitted information, by January 15, 2021.

Instructions

YEAR-END DATA & OVERALL SUMMARY

1. Enter the Year-End Data as of **December 31, 2020** in the appropriate boxes in the table.
2. Enter a short summary in the appropriate boxes in the table describing the entity's success in meeting the established goals.

The boxes described in the Year-End Data & Overall Summary section are highlighted in ORANGE on the example below.

Additional Resources

BlumShapiro Consulting. (n.d.). *Dashboards & scorecards – What exactly are they? And which one should I use?*

<http://blumshapiro.com/media/uploads/files/Dashboards%20and%20Scorecards.pdf>

Boone, H. N., Jr., & Fulton, B. (1996). Implementing performance-based measures in community corrections (NCJ 158836). *National Institute of Justice Research in Brief*. Retrieved from

<http://www.ncjrs.gov/pdffiles/perform.pdf>

Developing Baseline Measures:

<https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/developing-baseline-measures/main>

EBDM Initiative. (2012). *EBDM: The starter kit – 6a: Measuring your performance*. <http://ebdmoneless.org/starter-kit/6a-measuring-your-performance/>

English, K., Pasini-Hill, D., & Bonaiuto, D. (2012, May). Evidence-based practices Implementation for capacity. *Elements of Change*, 16(1). Retrieved from Division of Criminal Justice, Colorado Department of Public Safety website: <https://cdpsdocs.state.co.us/epic/epicwebsite/dataandpublications/elementsofchange.pdf>

Gathering Baseline Data. <https://info.nicic.gov/ebdm/node/71>

How to set a Baseline Measure:

<https://www.digitalarchives.wa.gov/GovernorLocke/improve/quality/tools/How%20to%20set%20a%20baseline%20measure.doc>

Kralstein, D. (2011). *Process evaluation 101: An overview for justice practitioners*. Retrieved from Center for Court Innovation website:

http://www.courtinnovation.org/sites/default/files/documents/Process_Evaluation_101.pdf

National Institute of Corrections. (2011). *Measuring what matters: Outcome and performance measures for the pretrial services field*. Retrieved from <http://nicic.gov/Library/025172>

The National Reentry Resource Center. Performance Measurement. <https://csgjusticecenter.org/reentry/issue-areas/performance-measurement/>

COUNTY NAME:				ENTITY NAME:		
Due 3/31/20		Goal #1	Goal #2	Goal #3	Goal #4	Goal #5
	2020 Goals	Enter the 2020 Goals in the purple boxes.				
	Baseline Data (As of 1/1/20)					
	Data Source					
	Frequency of Data Collection	Enter information in each pink box to submit with your baseline data and projections.				
	Mid-Point Data <u>PROJECTION</u>					
	Year-End Data <u>PROJECTION</u>					

COUNTY NAME:		ENTITY NAME:				
		Goal #1	Goal #2	Goal #3	Goal #4	Goal #5
Due 7/15/20	Mid-Point Data (As of 6/30/20)	<div>Complete ALL of these boxes to submit with your Mid-Point data on July 15, 2020</div>				
Due 1/15/21	Year-End Data (As of 12/31/20)	<div>Complete ALL of these boxes to submit with your Year-End Data on January 15, 2021</div>				
	Overall Summary Note					